

## The role of the Club Training Coordinator

The role of the Training Coordinator is to oversee the training and support of the club Instructors to maintain high standards.

<b>Responsible to:</b>	Executive Committee	<b>Responsible for:</b> (as appropriate)
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Main Duties	Skills Required
<ul style="list-style-type: none"> <li>• To monitor standards of training by club instructors</li> <li>• To support new instructors or existing instructors requiring support</li> <li>• Ensure appropriate documents, including minutes are available for committee members</li> <li>• Ensure that club instructors are aware of their roles and responsibilities</li> <li>• Act as the ambassador and/or spokesperson for the organisation</li> <li>• May be called upon to act as mediator</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current practice for all lifesaving skills taught by the club</li> <li>• Confident and Effective communicator</li> <li>• Great organisation skills</li> <li>• Ability to delegate duties</li> <li>• An understanding of the Forward Plan, governance, and future training developments</li> <li>• Ability and knowledge to act as spokesperson for your organisation</li> <li>• Unbiased and impartial</li> <li>• Knowledgeable on equity issues</li> </ul>

### Qualities of a good Training Coordinator

A good Training Coordinator needs to be:

- Well informed of the Club activities, and the current level of club activity
- Able to represent the Club at Branch, Local, Regional, and National levels
- Able to chair Instructor meetings, so that everybody has a chance to present their view
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules.
- Well informed about the agenda of any meetings, and the items to be covered
- Able to ensure that the agenda of a meeting is followed, and that all business is completed and that all decisions and actions to be taken are properly understood and recorded
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the Instructors / members
- Unbiased and impartial, and if personally involved in a matter, then prepared to give up the chair during a particular discussion
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Constitution of the Club, and with the procedure for the conduct of meetings
- Diplomatic and helpful, and able to get the best out of the other club instructors
- Able to maintain the harmony of the Instructors, even when there is disagreement about the proposed course of action
- Clarity of mind
- Firmness and fairness
- Good sense of humour coupled with the ability to lighten the tone or mood of the meeting as required
- Tact, diplomacy and discretion
- Willingness to work hard
- Patience
- Flexibility
- Be approachable
- Ability to maintain confidentiality